

Attachment A  
Circular No. A-35  
Revised

INSTRUCTIONS FOR PREPARATION OF  
INFORMATION ON PUBLIC WORKS PROGRAMS

1. General instructions. Schedules A, B, and C on public works programs will be prepared for each appropriation or fund, including trust funds, which finances such activities. Schedules A and B will be used for reporting direct Federal public works. Information on Federal grants and loans for public works will be reported on Schedule C. In instances where both grants and loans are provided under the same authorization or where both direct Federal construction and federally aided construction are involved, each group should be reported on the applicable schedule. An original and two copies of the schedules will be transmitted.

Information submitted under this Circular should be consistent with the long-range forecasts of probable new obligational authority and budget expenditures submitted under Circular No. A-11, and with public works data required under Circular No. A-11, sections 121-125.

Because the information on the schedules will be transcribed for mechanical sorting and tabulation, it is important that all agencies report direct Federal public works on schedules that are identical with Schedules A and B, attached. Additional copies of these schedules will be furnished each agency, upon request, by the Bureau of the Budget. Copies of the schedule on Federal grants and loans will be reproduced by the agency.

For machine tabulations, it is necessary that the internal checks called for with respect to addition of figures in certain columns be made, and that all applicable columns be completed for each project listed. A zero should be entered if that is the proper entry for the column. If for some reason the information requested is not available, the letters "N.A." should be entered, and an explanation given in a footnote. If the same notation is applicable to a series of projects in a column, this may be noted on the first line of the column and the zero or "N.A." need not be typed on each line.

Dollar amounts will be reported in thousands. Amounts of \$500 or less will be reported as zero.

Amounts reported for "New obligational authority" will include new appropriations, reappropriations, contract authorizations, and public debt authorizations, or portions thereof. They will exclude appropriations to liquidate contract authority. New obligational authority for the budget year should include any additional amounts anticipated to be made available from supplemental appropriations forecast in the

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budget document. These amounts should be identified in a footnote. Also, any anticipated supplemental authorizations for the current year which are forecast in the budget document will be listed and explained in a footnote.

Expenditures reported for each schedule should be on a checks-issued basis where possible. Where checks-issued data are not available for individual projects, applied or accrued costs should be reported instead. Where such costs are reported, a one-line adjusting entry should be included at the end of the schedule to arrive at budget expenditures for the projects or programs financed from the account.

Where an appropriation or other fund finances both public works programs and other activities, only the portion relating to public works will be reported.

Cost estimates on Federal projects relate only to Federal costs, excluding any costs borne by State, local, or private groups. For grant and loan programs, the total cost and the Federal share of the cost will be reported. Project costs include the cost of detailed plans and specifications.

2. Definitions. "Public works" are defined for this purpose to be publicly owned undertakings of the following character: Planning and construction of public works of a structural nature, such as houses, other buildings, irrigation facilities, levees, roads, trails, river and harbor developments, military facilities, and physical improvements for the protection, management, and development of soil, range, forest, wildlife, and other natural resources. They exclude land treatment measures such as terracing, range reseeding, and reforestation. The term "construction" includes major rehabilitation, renovation, and improvement, but excludes regular maintenance. It also includes site acquisition and original equipment when financed from the same appropriation. Loan and grant programs for the foregoing purposes are included. In cases where aid (grants or loans) is provided to both public and nonprofit private agencies, all projects (whether publicly or privately owned) will be reported. Financial assistance to other national governments is excluded. The term "military public works" refers to public works of the Department of Defense for military functions.

A "project" for direct Federal construction programs means any separable physical unit or several component and closely related units or features, or any system of measures, undertaken or to be undertaken within a specified area, which can be established and utilized independently or as an addition to an existing project and which can be considered as a separate entity for purposes of planning, evaluation, financing, construction, or operation. Units or features of a development which satisfy the above definition will generally be considered separate projects.

An "authorized project" is one which has been specifically authorized by the Congress or one which does not require specific legislation but is considered to be authorized in general basic legislation; i.e., only appropriations or other types of obligational authority are required to begin construction. For purposes of Schedule B, a "continuing project" is one for which funds for construction have been provided prior to the budget year and for which expenditures will be made in the budget year or subsequent years. The term includes any projects deferred temporarily, except those suspended as a result of administrative or congressional action. A "new project" is one for which no obligational authority has been provided specifically for construction (as distinguished from preliminary and preconstruction work) prior to the budget year but which is scheduled for starting in the budget year or succeeding years. The term includes project resummptions after suspension by administrative or congressional actions. A "project not yet authorized" is one which has not been approved by the Congress either through general basic legislation or specific legislation. When projects not yet authorized are recommended in the budget document, they are identified as items proposed for separate transmittal, under proposed legislation.

The terms "budget year", "current year" and "past year" have the same meaning as in Circular No. A-11.

3. Direct Federal public works.

a. Schedule A: public works detailed plans and new projects.

Schedule A will list projects which the agency has programed but for which construction funds have not been provided prior to the budget year. It will include (a) projects for which funds are available or are programed in the budget year for the preparation of plans in advance of construction, and (b) projects for which new obligational authority is programed for the start of construction in the budget year, the four succeeding years, or thereafter. (Projects on which construction is under way prior to the budget year and projects for which initial funds for construction have been provided prior to the budget year, whether or not construction has been started, will be listed on Schedule B.)

The schedule will be accompanied by a general statement of the objectives of the program activity and the reasons for the proposed construction, and a statement indicating the construction cost levels on which the project estimates are based.

Projects on which initiation of construction is scheduled during the five-year period (the budget year and four succeeding years) will be confined to those for which the agency has sufficient information to determine that the project is needed and justified and that initiation of construction would be feasible within the period. The selection and scheduling of the projects in the advance years should be as realistic as possible in the light of the long-range forecasts submitted under Circular No. A-11.

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Amounts relating to construction on Schedule A (columns 13-19) will include the cost of detailed planning after start of construction, but will exclude any cost of advance preparation of construction plans prior to start of construction (which is to be reported in column 8).

The appropriate years should be indicated in the column headings: columns 9 and 11 - the current year; columns 10 and 12-14 - the budget year; and columns 15-18 - the four succeeding years, respectively.

The schedule will be completed as indicated below.

Column 1 - Projects will be listed under the following subheadings:

A. Authorized projects or programs

B. Projects not yet authorized

Within each group, projects will be listed according to States, Puerto Rico, Panama Canal Zone, and the possessions. Within States, projects should be listed according to types, where practicable. Location by county or city, whichever is more practicable, shall be indicated, with any pertinent identification (e.g., location of flood control project by river or creek, or military facility by name of installation). If a project is located in more than one State, county, or city, the information shall be entered for the predominant State, county, or city, and the other States, counties, or cities indicated in parentheses for cross reference.

Following the information on location, a brief description of each project should be given (e.g., multiple-purpose dam, post office, warehouse, road, airfield facilities, military barracks, remodel 6 buildings, channel work). Since these descriptions are reduced to 30 spaces on machine tabulations, it is important that the description be stated as succinctly as possible.

To reduce the number of entries, projects which are carried on in the same location (e.g., national park or forest, Indian reservation, veterans hospital establishment, military establishment) and which are of the same general type and have the same priority rating (column 2) should be grouped as one project with an indication of the number of projects combined given in column 4. For military public works, all projects at the same location which come under the same code designation will be grouped as a one-line entry, with the number of projects grouped given in column 4. In all cases, projects which are disproportionately large with respect to the average should be listed separately.

A blank line should be left between projects (or groups of projects listed as a one-line item) for use in coding for machine tabulations.

Projects on which construction is not scheduled within the five-year period may be listed individually or grouped as a one-line item as desired under column 20.

Subtotals for each subheading and for each State under each subheading should be shown for all columns which contain dollar amounts.

Column 2 - Indicate by number the priority of the project according to one of the following ratings:

1. Urgently needed
2. Needed now or within a few years
3. Needed but deferrable

Column 3 - For military public works the codes used will be the categories prescribed in Department of Defense Instruction entitled "Department of Defense Facility Classes and Construction Categories."

For other public works, enter the code number indicating the type of construction from the listing on Attachment B. Each project will be given a five digit code. The first digit will be either "1" (for construction of new facilities) or "2" (for additions, rehabilitation, and major alterations of existing facilities). The second digit will represent the major category, and the third, fourth, and fifth digits will indicate the type of facility within major categories. For example, a channel and harbor project would be coded 15203; a parkway, 13100; an earthwork upstream flood prevention project, 15602; a multiple-purpose concrete dam project with power generation, 15401; major alterations and additions to a veterans hospital, 22201.

Only one code number will be assigned to a project. If the project includes several types of facilities, it should be coded according to the predominant type, or the type which accounts for the largest proportion of the total cost of the project. Where several projects are grouped, the selection of the code will be on the basis of the predominant type of work among the grouped items. If the same code applies to a series of projects on a page, this may be noted and the code need not be typed for each project.

Column 4 - Where projects have been grouped and shown as a one-line item, enter in column 4 the number of projects grouped. Where a single project is reported, the column should be left blank.

Column 5 - Enter the estimated total Federal cost of the project or group of projects. For project resumptions (see definition of "new project", page 3) enter the remaining cost of the project.

Columns 6 and 7 - For purposes of these columns only, it will be assumed that there is no delay in the starting and completion of a project because of authorization or financial problems; adequate appropriations, funds, and staff are assumed to be available. This assumption does not apply with respect to estimates in other columns, which are reported on a regular program basis.

Column 6 - Enter the number of months required, assuming that authorizations, funds, and staff are available, until major construction work could be started.

For projects on which planning, land acquisition, or other arrangements have been started the estimate will indicate the number of months required after June 30 of the current year.

The estimate should take into account (a) the number of months required by a qualified planning staff to plan the individual project or feature to a stage where major construction work could be started by force account or a major contract awarded; (b) the time required to carry arrangements or negotiations for land acquisition, if needed, to the stage where work could be started, assuming the normal policy in such negotiations; and (c) the time required for other arrangements, such as obtaining necessary State and local cooperation (including relocations), negotiating contracts with water users, starting of work after the contract has been awarded, and related factors. It is recognized that the estimates will be on a project or feature basis rather than a program basis; i.e., while there may be listed many projects on which planning could be completed within an indicated time period, not all of the projects could be planned simultaneously within this specified period.

Where several projects have been combined and reported as a one-line item, enter the number of months required to start the project which could be started most quickly.

Column 7 - Enter the number of months required from the initiation of construction to the completion of the project, assuming that adequate funds, materials and labor are available and that construction will be carried on as efficiently as possible.

Where several projects have been grouped as a one-line item, give the average completion time for the group.

Columns 8 through 12 - Advance preparation of construction plans. Enter in these columns data on projects for which funds for advance planning are made available prior to the year in which construction is programmed. The term "advance planning" means any detailed engineering or architectural planning or design carried on prior to the year in which construction is started. In the case of projects for which initial planning and construction funds are provided in the same year, a zero should be entered in columns 8 through 12 and the project information should be provided in columns 13 and 14 or in the succeeding columns, depending upon the year in which construction is scheduled to start.

Column 8 - Enter the estimated total cost of the advance planning carried on prior to the year in which construction is started.

Columns 9 and 10 - Enter in column 9 the amount of new obligational authority made available for detailed planning prior to start of construction up to June 30 of the current year, and in column 10 the amount estimated for the budget year.

Columns 11 and 12 - Enter the percentage of completion of advance planning prior to start of construction as of June 30 of the current year and the budget year.

Column 13 - Enter the amount of new obligational authority recommended for construction in the budget year, including the cost of any detailed planning carried on during the year.

Column 14 - Enter the estimated expenditures for construction during the budget year, including any expenditures for detailed planning during the year.

Columns 15 through 18 - Enter the estimated additional expenditures required for construction (including detailed planning after start of construction) in each of the four years immediately succeeding the budget year, including projects to be started.

Column 19 - Enter the balance of expenditures to complete the project.

Column 20 - Enter the total cost of projects for which construction is not scheduled to begin during the five-year period covered by the preceding columns. If an amount is reported in column 20, columns 6-19 should be left blank.

Note that on each line the sum of columns 8 and 14 through 19, or the amount in column 20, should equal the amount in column 5.

The vertical summary totals of columns 8 and 14 through 20, including any items not distributed by State or other area, must add to the grand total of column 5.

b. Schedule B: continuing public works construction programs or projects. All projects listed on Schedule B will be authorized projects. Schedule B will list (a) projects on which expenditures for construction were made prior to the budget year and will be made in the budget year and thereafter to completion and (b) any projects for which new obligational authority was provided for construction prior to the budget year but construction will start in the budget year or later. Projects started and completed prior to the budget year should not be listed.

A separate statement should indicate the construction cost levels on which the project estimates are based.

Amounts relating to construction on Schedule B will include all detailed planning costs.

The appropriate years should be indicated in the column headings, as follows: columns 5 and 6 - the current year; columns 7 and 9 - the budget year; columns 10-13 - the four succeeding years, respectively.

The schedule will be completed as indicated below.

Column 1 - Projects will be listed in the same manner as on Schedule A (see section 3a above), except that all projects will be listed under "Authorized projects or programs."

Column 2 - Enter the code number indicating the type of construction from the code listing on Attachment B. (see instructions for column 3 of Schedule A.)

Column 3 - Where projects have been grouped and listed as a one-line item, enter in column 3 the number of projects grouped. Where a single project is reported, the column should be left blank.

Column 4 - Enter the total estimated Federal cost of the project.

Column 5 - Enter the amount of expenditures which will be required after the current year to complete the project.

Column 6 - Indicate the number of months required to complete construction after the current year at a normal rate of progress.

Column 7 - Enter the amount of new obligational authority recommended for the budget year. Also enter in parenthesis in column 7 the amount of any anticipated supplemental appropriation forecast in the budget document for the project in the current year, and so indicate in a footnote.

Column 8 - Enter the amount of new obligational authority required after the budget year to complete the project.

Columns 9 through 13 - Enter the estimated expenditures in the budget year and the four succeeding years.

Column 14 - Enter the estimated expenditures required to complete the project.

Note that on each line the sum of columns 9 through 14 should equal the amount shown in column 5.

The vertical summary totals of columns 9 through 14, including any items not distributed by State or other area, must add to the grand total of column 5.



4. Federal grants and loans for public works. Advance information on programs aided by Federal grants and loans is usually not available to Federal agencies to the same extent as on direct Federal construction. However, agencies are requested to provide, to the extent possible, advance information on Federal grants and loans for public works projects on which the first-year grant or loan is anticipated in the budget year, or the following year, and an indication of projects for which Federal assistance is anticipated in succeeding years. Schedule C will be used as a guide for reporting such programs. In cases where this form is not feasible for such reporting, the Bureau of the Budget should be so informed and schedules will be developed on a cooperative basis with agency staff. The schedule will be accompanied by a general statement of the objectives of the program.

Schedule C is applicable only to projects for which no Federal grant or loan has been made but is anticipated. Projects which previously have received or will receive first-year grants in the current year will not be listed.

The appropriate years should be indicated in the columns as follows: column 6 - the budget year; column 7 - the succeeding year; column 8 - any year beyond the year indicated for column 7.

The schedule will be completed as indicated below.

Column 1 - Projects will be listed according to States, Puerto Rico, Panama Canal Zone and the possessions. They should be located by county or city (or metropolitan area), whichever is more practicable.

A blank line should be left between projects for use in coding for machine tabulations.

Subtotals will be shown for each State for all columns which contain dollar amounts.

Column 2 - Indicate the priority of the project according to the rating system used for the program.

Column 3 - Enter the code number indicating the type of construction from the listing in Attachment B. (See instructions for Schedule A, column 3, page 5.)

Columns 4 and 5 - Enter the total estimated cost of the project in column 4 and the Federal share of cost of the project in column 5.

Columns 6-8 - Enter in the appropriate column the amount of the first-year grant or loan anticipated for the project.

Column 9 - Enter the amount of Federal funds needed to complete the Federal share of the cost of the project. This amount should be the difference between the amount in column 5 and the amount in columns 6, 7 or 8, whichever is applicable.

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## TYPE OF CONSTRUCTION CODES - FEDERAL PUBLIC WORKS

NOTE: Codes in parentheses are not to be used in assigning codes to individual projects constructed by the Federal Government; they are merely included to illustrate the general coding scheme.

<u>Code</u>	<u>Type of Construction</u>
<u>First Digit</u>	
1	Construction of new facilities
2	Rehabilitation, additions, major alterations of existing facilities
<u>Second, Third, Fourth, and Fifth Digits</u>	
(1000)	<u>Building Construction - Residential</u>
(1100)	Housekeeping
1101	Single family (detached, semi-detached, or row)
1102	Multi-family (duplexes, efficiency, and other apartment buildings)
1200	Nonhousekeeping (dormitories, nurses' homes, students' quarters)
(2000)	<u>Building Construction - Nonresidential</u>
(2100)	<u>Educational</u>
2101	Schools and colleges (classrooms, vocational shops, laboratories, administrative)
2109	Other and unspecified (museums, libraries, historical buildings)
(2200)	<u>Hospitals and health facilities</u>
2201	Hospitals (general medical and surgical, TB, neuropsychiatric, research, domiciliary, and other bed facilities)
2202	Clinics, dispensaries, public health centers, and other nonbed types
2209	Other and unspecified
2300	Recreational buildings (auditoriums, theatres, clubs, gymnasiums, stadiums, public use park buildings)
(2400)	<u>Administrative</u>
2401	Office buildings
2402	Post offices
2409	Other and unspecified (fire stations, police stations, penal institution buildings, custom houses, border stations)
(2500)	<u>Industrial</u>
2501	AEC production and related facilities
2509	Other and unspecified (factories, mills, chemical plants, other production facilities)

<u>Code</u>	<u>Type of Construction</u>
(2000)	<u>Building Construction - Nonresidential</u> (cont'd)
(2600)	Research
2601	AEC research and related facilities
2602	Laboratories
2609	Other and unspecified (pilot and demonstration plants, wind tunnels, research greenhouses, model shops)
2700	Transportation (terminal buildings, boat houses, light stations, hangars)
2800	Warehouses (elevators, grain bins, other storage buildings)
2900	All other nonresidential buildings (repair and maintenance shops, communication buildings, comfort stations, kitchens and mess halls, commissaries)
(3000)	<u>Highway Construction</u>
3100	Highways, paved roads, and streets
3200	Unpaved roads, trails, and walks
3300	Bridges and grade separations
3900	Other and unspecified (combined roads and utilities projects, tunnels, parking lots)
(4000)	<u>Utilities</u>
(4100)	Electric power
4101	Generation - hydro-electric
4111	Generation - thermal (steam)
4102	Power transmission lines
4109	Other and unspecified (substations, switch yards)
(4200)	Sewage disposal
4201	Sanitary and storm sewers (mains and outfalls)
4202	Treatment plants (incinerators, settling basins)
4209	Other and unspecified (pumping plants)
(4300)	Water supply
4301	Distribution system (mains, tanks, towers)
4302	Treatment plants
4309	Other and unspecified (wells, pumping plants, hydrant and sprinkler systems)
4400	Combined water supply and sewage disposal projects
4500	Gaseous products (production, storage, distribution)
4600	Petroleum products (production, storage, distribution)
4700	Steam generation and distribution (boiler houses, central heating plants)
4800	Communication facilities (telephone, telegraph, radio, radar)
4900	All other utility projects

<u>Code</u>	<u>Type of Construction</u>
(5000)	<u>Resources - Conservation and Development</u>
(5100)	<u>Flood control</u>
5101	Dams and reservoirs - concrete
5102	Dams and reservoirs - other (earth, rock)
5103	Channels (dredging, cut-offs, floodways, snagging, clearing, revetments, bank paving)
5104	Levees (dikes)
5109	Other and unspecified (drains, drainage systems, pumping plants)
(5200)	<u>Navigation</u>
5201	Dams and reservoirs - concrete (with or without locks)
5202	Dams and reservoirs - other (earth, rock, with or without locks)
5203	Channels and harbors (dredging, canals, revetments)
5204	Jetties (breakwaters)
5209	Other and unspecified (locks without dams, seawalls, bulkheads)
(5300)	<u>Irrigation</u>
5301	Dams and reservoirs - concrete
5302	Dams and reservoirs - other (earth, rock)
5303	Canals and laterals (siphons, other canal structures, pipe distribution systems)
5309	Other and unspecified (pumping plants, tunnels)
(5400)	<u>Multi-purpose with power generation</u>
5401	Dams and reservoirs - concrete
5402	Dams and reservoirs - other (earth, rock)
5409	Other and unspecified
(5500)	<u>Multi-purpose without power generation</u>
5501	Dams and reservoirs - concrete
5502	Dams and reservoirs - other (earth, rock)
5503	Other and unspecified
(5600)	<u>Soil erosion control</u>
5601	Dams - concrete
5602	Dams - other (earth, rock)
5609	Other and unspecified (miscellaneous erosion control structures)
5900	All other conservation and development projects (wildlife refuges, fish hatcheries)
(6000)	<u>Airports</u>
6100	Flight strips and landing areas - unpaved
6200	Runways, taxiways, aprons - paved
6300	Lighting (runway, approach, beacon)
6400	Radio, radar systems (GCA, ILS, ARS, etc.)
6900	Other and unspecified

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<u>Code</u>	<u>Type of Construction</u>
(7000)	<u>Military Facilities</u> (for use of Department of Defense only)
	[The last three digits of the code will be in accordance with facilities classes and construction categories established by the Department of Defense.]
(9000)	<u>All Other Construction</u>
(9100)	Miscellaneous recreational facilities
9101	Structural (grandstands, bleachers, amphitheaters, swimming pools)
9102	Nonstructural (athletic fields, playgrounds)
(9200)	Miscellaneous transportation aids and facilities
9201	Railroad construction (grades, tracks, bridges)
9202	Wharves (docks, piers, moorings)
9203	Navigation aids - air (radio ranges, beacons - not at airports)
9204	Navigation aids - water (buoys, fog horns, warning systems)
9209	Other and unspecified (drydocks)
9300	Miscellaneous mechanical installations (cranes, conveyors, tramways)
9400	Landscaping
9900	All other and unspecified (fences, monuments, cemeteries)